

REQUEST FOR ASSIGNMENT

Assign Judge _____ from the _____ Court to preside
(do not fill in a name if this is a disqualification)

in the _____ Court in _____
City and County(ies)

The dates of assignment are: _____
to be determined by the visiting judge if the matter is a disqualification

Reason(s) for Assignment

<input type="checkbox"/> Motion to disqualify judge	<input type="checkbox"/> Disqualification	<input type="checkbox"/> Vacancy	<input type="checkbox"/> Assist with docket
<input type="checkbox"/> Medical leave	<input type="checkbox"/> Annual leave	<input type="checkbox"/> Conference/Seminar	<input type="checkbox"/> Convenience of location
<input type="checkbox"/> Other specify _____			

***The State Court Administrator must make the arrangements for a judge on disqualification assignments. If this request is because of disqualification, please attach a copy of the order of disqualification. The reason(s) for disqualification must be detailed in the attached order.**

Case Information and Remarks

Case number and title	
Name(s) of attorney(s) (plaintiff's and defendant's)	
Type of case	Estimate of time required
Previous assignment number(s) and judge(s) name(s) if applicable	
Brief summary and status of case; other remarks	

Date

Chief judge signature

Visiting judge clerk

Telephone number

Send completed request to your Regional Court Administrator

To be completed by the Regional Office

Code: _____

Date	Court/Judge	Comments	Yes	No